

## **EDITED TASK LISTING**

### **CLASS: TELEVISION SPECIALIST**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
1.	Plans and organizes television/multi-media presentations for viewers by developing programs (e.g., educational, training, informational, etc.) utilizing analog and digital video recording production equipment as directed by site supervisor.
2.	Consults with requestors on the feasibility of media projects to determine practicality utilizing personal expertise, communication skills and tact, as needed.
3.	Meets with requestor(s) to develop media project concepts utilizing interview techniques (e.g., verbal discussions, provide suggestions, creates/reviews outlines, etc.) as needed.
4.	Assists with subject research and script development to design the most effective multi-media product utilizing technical and professional expertise, as needed.
5.	Develops creative approach and production methods necessary to maintain continuity and story lines utilizing technical and professional expertise, as needed.
6.	Directs the technical and artistic development to produce television/multi-media presentations including the collection of studio and field video segments, the preparation of artwork or animation, narration, dialogue, sound effects and music utilizing technical and professional expertise, as required.
7.	Select talent, narrators or other personnel to participate in production utilizing auditions and/or interviews, as needed.
8.	Direct talent, narrators or other personnel participating in a production to create television/multi-media segments utilizing specialized communication skills and professional expertise, as needed.
9.	Operate analog and digital television/multi-media production equipment (e.g., video and still cameras, microphones, lights, recorders, etc.) in studio or on location, in order to produce usable segments utilizing technical and professional expertise, as needed.

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Task #	Task
10.	Edit analog and digital video/audio segments utilizing linear and non-linear editing systems (tape-to-tape and computer based systems) to produce finished television/multi-media products (e.g., DVD, CD, videotape, etc.), as needed.
11.	Distributes television/multi-media programs for educational staff and inmates in order to support education services utilizing audio/video equipment (e.g., television, computer, event controller/switch, satellite receiver, etc.), as needed.
12.	Maintains schedules and program catalogues for distribution of television/multi-media programs to meet educational commitments utilizing computers and resource materials, as needed.
13.	Produce reports (e.g., budget, equipment and supply inventories, Corrections Learning Network (CLN) reporting, etc.) reflecting tracking information for data required by Education Programs administration utilizing computers, as needed.
14.	Makes recommendations for materials and equipment procurement, as well as, maintenance contracts needed to support the daily operation of the media center, utilizing resource catalogues and the state procurement process, as needed.
15.	Oversees the selection, training and supervision of inmate workers assigned to the media center, to provide an adequate workforce vital to the on-going operation of the Education Program, utilizing operational procedures and professional expertise, as needed.
16.	<b>Enforce related security practices (e.g., tool/equipment control, progressive discipline, escape prevention, etc.) to provide for a safe and secure institutional environment, utilizing the Director's Rules and Regulations and Departmental Operations Manual and other related policies and procedures, as required.</b>
17.	<b>Reports program status to site supervisor to maintain effective communication using various reporting formats and techniques (e.g., verbal, memorandum, meetings, formal status reports, etc.) under direction of the site supervisor.</b>

**Bold indicates not on Classification Spec.**